



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONAL SUBSTANCE ABUSE PROGRAM DIRECTOR</b>	<b>38</b>	<b>A</b>	<b>12.460</b>

Under administrative direction, the Correctional Substance Abuse Program Director develops, directs, and oversees the implementation and evaluation of statewide correctional substance abuse programming in the Department of Corrections.

Design, develop and modify statewide correctional substance abuse programming such as intensive in-patient and out-patient therapy, residential treatment, and education and prevention programs; develop or modify the department's substance abuse plan; acquire approval for the plan from appropriate department administrators; develop or modify the substance abuse treatment curriculum, operations and programming manual; develop a system-wide substance abuse education program; and locate resources and negotiate contracts with service providers.

Direct and oversee the implementation and evaluation of the department's substance abuse programs; evaluate the department's classification system related to the referral of offenders for substance abuse treatment and make recommendations as needed; provide in-service training in the use and interpretation of tests, other than standard psychological instruments, to assess individuals in need of substance abuse treatment; provide in-service training and functional guidance to staff regarding substance abuse treatment and education; manage and coordinate substance abuse treatment in the department; monitor and evaluate substance abuse programs through on-site visits and analyzing program data and reports; prepare periodic reports for submission to management.

Identify and procure funding for substance abuse programs from local, State and federal resources; administer grant programs.

Serve as a department representative and liaison with a variety of groups, agencies, and individuals; coordinate the department's drug treatment strategy with the State's substance abuse plan; meet with officials from related task forces, committees, regulators and private providers.

Direct delivery of substance abuse counseling and treatment services; interview applicants; assign and review work through subordinate supervisors; provide training, guidance, and motivation; evaluate performance; and initiate disciplinary action.

Participate in treatment planning for patients with co-occurring disorders to ensure treatment plans are consistent with agency policy and guidelines.

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in social work, psychology, health science, or related field; three years of experience providing substance abuse counseling services as a certified or licensed substance abuse counselor; and three years of managerial experience which included responsibility for supervising counseling staff, developing and implementing program curriculum, acquiring program funding, and managing all components of a substance abuse

**MINIMUM QUALIFICATIONS** (cont'd)**EDUCATION AND EXPERIENCE** (cont'd)

treatment program; **OR** Bachelor's degree from an accredited college or university with a major in social work, psychology, health science, or related field; four years of experience providing substance abuse counseling services as a certified or licensed substance abuse counselor; and three years of managerial experience which included responsibility for supervising counseling staff, developing and implementing program curriculum, acquiring program funding, and managing all components of a substance abuse treatment program.

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**Working knowledge of:** principles, practices, and methods of substance abuse counseling and education; family, social, and economic problems encountered by substance abusers; facilities, programs, and related resources available for rehabilitation, education, and training in the field of substance abuse; substance abuse testing procedures, including biological testing and interpretation of test scores; principles and practices of management and supervision; educational curriculum development, psychiatric treatment planning methods, psychotherapy programming principles, and drug rehabilitation philosophy. **General knowledge of:** patterns of disease and concepts of alcoholism and drug abuse. **Ability to:** apply the principles and practices of counseling, guidance, rehabilitation and management of treatment activities; oversee and advise treatment teams; develop, write, and implement a substance abuse treatment program and associated policies and procedures; establish and maintain cooperative working relationships with subordinate staff, administrators, clinical staff, custody staff, representatives of other agencies and government officials; develop program curriculum; write grant proposals to obtain program funding; administer grant programs; establish work priorities, delegate assignments, and train, motivate, and supervise staff; write concise, logical, grammatically correct reports, correspondence, and program documents; make oral group presentations; read and interpret technical information such as research reports, and federal and State laws and regulations; organize resources and staff in a systematic way to meet objectives and optimize program effectiveness and efficiency; work independently with minimal direction.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** department casework and institutional procedures; correctional rehabilitation philosophy related to substance abuse programming; agency and State administrative policies and procedures. **General knowledge of:** State and agency policies and practices related to budgeting and accounting. **Ability to:** implement and manage substance abuse programs in a correctional environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.460

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